

Hello

**JUNE**



**CAREER FAIR**  
**PLYMOUTH CAREER CENTER**

**Friday, June 26th, 2015**

**TIME: 1 P.M. – 3:00 P.M.**

**36 Cordage Park Circle, Plymouth, MA**

**Employers will have the opportunity to interview you right at the career fair with the new format we have set up. For the employers that require online applications one of the Career Center Staff will assist you.**

**Healthcare Solutions**

**Chilis**

**Old Colony YMCA**

**Express Employment**

**CoWorx Staffing**

**Comcast**

**Right at Home**

**Lily Transportation Corp.**

**Athena Healthcare**

**Industrial Communication**

**Comfort Keepers**

**AIM Personnel**

**Anodyne Staffing**

**New York Life**

**Eliot Community Human Services**

**Lowe's Kingston**

**More to come!**

**Be sure to dress for an interview and bring plenty of resumes!**

If you are a member of any MA Career Center, bring your ID card with you to all Career Center events. If you are not a member, register online at [web.detma.org/JobQuest](http://web.detma.org/JobQuest) and bring your account number with you. For jobseekers collecting unemployment benefits, *attending a career fair counts toward your work search.*

For more events and information, visit our website: [southshorecareercenters.org](http://southshorecareercenters.org)



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CREATING EMPLOYMENT CONNECTIONS

## **ONLINE JOB APPLICATION PROCESS**

Before you start applying for jobs online it's important to prepare to complete online job applications and to gather all the information you'll need to apply.

In order to apply for a job online and to complete online job applications, you'll need an email address to use for job searching, Internet access, an up-to-date resume, a cover letter for some jobs, your employment history, and your availability to work if you're applying for a part-time job.

### **Online Job Applications**

There are thousands of websites where you can post your resume online and complete an online job application. Applicants either apply online via a job board, like Monster.com, or apply online directly at the company's web site.

In some cases, job seekers are required to register and to build an employment profile. Once you've built your profile, you can apply for jobs online and set up search agents to email you when new jobs are added to the system.

Applicants can then apply online for specific positions at any time that is convenient for them, with just a few mouse clicks. At larger employers, and on many job sites, job seekers can keep track of the positions they have applied for.

### **How Online Job Application Systems Work**

Some sites let you upload an existing resume with the click of a button. On other sites, you can copy and paste from your resume or use a resume builder that is incorporated into the application system.

Once you have uploaded your resume, you will be able to search for jobs that interest you and submit your application or resume with a click of your mouse.

### **Applying For Jobs On Company Websites**

If you are interested in working for a particular company, visit their website. Career information is usually listed in the "Careers" or the "About Us" section of the site. Follow the instructions for searching for and applying to jobs online. Here's how to apply for jobs at company websites.

### **What You Need to Apply Online**

Online application systems typically ask for your contact information, educational background and employment history. You will need to know when you worked and what you were paid at your previous jobs.

You may also be asked what days and hours you are available to work.

Download a sample job application and complete it before you start your online applications. You will have all the information you need, ready to enter.

### **Online Employment Tests**

Depending on the company, you may need to take - and pass - an online test to be considered for employment. Pre-employment tests, also called talent assessments, employment tests, or career tests, are used to help an employer identify candidates who will be a good fit for jobs at the company.

### **Check Your Application**

Before you click the Submit button, it's important to double-check your application for errors. Typos and grammatical errors count, so carefully check your application. If you're not sure your spelling is correct, use Microsoft Word and spell/grammar check, then copy/paste into the online application.